

**BOROUGH OF DARBY  
BOROUGH COUNCIL MEETING  
February 21, 2018**

The Darby Borough Council met at Borough Hall on the above date with the following members present: President Darlene Hill, Vice President Jennifer Parks, Ms. Ruby Munden, Mrs. Esther Lites, Mr. Donald Deigh, Mr. John Metts, Mr. Patrick McKenna & Mr. Howard Blackson. Also present was Borough Manager Mark Possenti, Police Chief Robert Smythe, Solicitor Charles Gibbs & Code Official Thomas Gaffney were present. Mayor Helen Thomas, Mr. Darren Burrell & Borough Engineer Eileen Mulvena were absent.

President Hill called the meeting to Order at 7:30 p.m. followed by Roll Call.

Pledge of Allegiance.

**PUBLIC COMMENT:**

Jane Harbert, WPSD: Response to letter from concerned women of Darby.  
Paula Brown, 206 Highland Avenue: Various items regarding Borough business.  
Richard Spain, 1013 Ridge Avenue: Question regarding 901 Quarry Street.

**NRO:**

Motion made by Mr. McKenna; 2<sup>nd</sup> by Ms. Munden to approve Joseph Clark, Clark's Auto Service at 15 Main Street with hours of operation Monday thru Saturday 8am to 5pm and 1 employee. Motion carries 8-0.

**ENGINEERS REPORT:**

See Attached.

Motion made by Mrs. Munden; 2<sup>nd</sup> by Mrs. Parks to extend the existing storm sewer contract with A to U Services an additional thirty days. Motion carries 8-0.

Motion made by Mr. Deigh; 2<sup>nd</sup> by Mr. McKenna to approve a check in the amount of \$100 for the grant application PA small water and sewer grant. Motion carries 8-0.

Motion to accept the Engineer's Report made by Mrs. Parks; 2<sup>nd</sup> by Mr. Deigh. Motion carries 8-0.

**MAYOR'S REPORT:**

No Report

**APPROVAL OF MINUTES (1/17/2018):**

Motion made by Mrs. Parks; 2<sup>nd</sup> by Mr. Deigh. Motion carries 8-0.

**NEW BUSINESS:**

- A. **Paid Bills – February 2018:** Motion made by Mr. Deigh; 2<sup>nd</sup> by Mrs. Lites. Motion carries 8-0.

**COMMUNICATIONS & REPORTS:**

- a. Fire Chiefs Report: See attached.
- b. Historical Commission Report: 275 Years at Darby Library.
- c. Tax Collector Report: See attached.
- d. Library Report: No Report.
- e. William Penn School District Report: No Report.

Council recessed into Executive Session for Legal & Personnel.

- f. Solicitors Report: No Report.

Motion to accept all reports made by Mrs. Parks; 2<sup>nd</sup> by Mrs. Lites. Motion carries 8-0.

Motion made by Mrs. Parks; 2<sup>nd</sup> by Ms. Munden to accept the resignation of Mitchell August effective February 16, 2018. Motion carries 8-0.

**ADJOURNMENT**

Motion made by Mrs. Parks; 2<sup>nd</sup> by Mrs. Lites. Motion carries 8-0.

Respectfully Submitted,

Mark Possenti  
Manager/Secretary  
Borough of Darby

# MEMORANDUM

## WALTON, MULVENA & ASSOCIATES

100 Grove Rd. PO Box 518 Thorofare, NJ 08086

Phone: (856) 848-0033 Fax: (856) 848-0277

Division of NDI ENGINEERING COMPANY



**DATE:** 15 February 2018  
**TO:** Darby Borough Council  
**FROM:** Eileen W. Mulvena, P.E.  
**RE:** Engineer's Report Thru 15 February 2018

### Ordinary Streets and Sewer Maintenance

A Notice of Award was sent to A. Garguile and Sons for the Sanitary Sewer Maintenance contract. We are waiting for the contractor to sign the contracts and then will request the Borough to sign them as well.

We readvertised for the Maintenance work and that bid opening was held on Monday, February 12, 2018. An award recommendation memo will be provided along with bid tabulations at a later time.

It would be appropriate to extend the existing storm sewer contract with A to U Services an additional 30 days.

### Liquid Fuels

The MS999 reports are being completed for the open projects. These will be submitted to PennDOT.

### CDBG – 2016 Golf Road Infrastructure Improvements

The Borough submitted a letter to the County to permit us to use the remainder of the allocated funds for Golf Rd to do the next section of main replacement on Golf Rd.

### CDBG – 2017 Application

The County issued the Notice to Proceed in November which will likely mean a spring construction schedule.

### MS4 Separate Storm Sewer Permit

The Notice of Intent has been delivered to the PA DEP.

Darby's annual contribution is estimated to be \$134,082. The Collaborative has discussed each town allocating 10% of the annual amount in 2018 with the successive years higher to make up the total required by year 5. It is suggested that the Borough budget as much as feasible, and \$13,408 as a minimum for MS4 compliance.

In order to complete the requirements for Year 4 of the permit, we will need information to be provided by the Borough. We sent a second the request to the Manager.

Please note that the Darby Town Center and the Darby Fire Co. No. 1 have not submitted inspection and maintenance reports as required by their Land Development approvals. The Borough will be held responsible for the non-compliance. It is suggested the Borough send a letter reminding these owners of their responsibilities. Penalties to the Borough can be as much as \$37,500/day.

#### Sanitary Sewer

The Chapter 94 reports are due on Friday, February 16<sup>th</sup>. They are currently being prepared and will be delivered on-time to both DCJA and UDT.

#### Streets Resurfacing

PennDOT has identified streets that are not currently on the Borough's liquid fuels listing. They are asking if we wish to pursue having them added. They include: Coventry Avenue, Londonderry Lane, Shetland Road, Glen Cove Road and Keystone Avenue. If the Borough maintains these roadways, we can pursue having them added to the approved listing, so we receive liquid fuels tax monies for them in the future. Please advise.

#### Pedestrian trolley bridge

The structural engineer has inspected the pedestrian bridge and we are awaiting his report.

#### Sanitary Sewer Grant Funds

The PA Small Water and Sewer Grant application will be submitted by the 2/28/18 deadline. As a reminder, a check will need to be submitted in the amount of \$100 at the time of the application submittal

#### Signs

We are finalizing collection of data in anticipation of the retroreflectivity testing.

#### Stormwater tip

Though everyone is thinking spring, winter weather is still with us. When shoveling, dispose of shoveled snow in vegetated areas; never dump it into streets or streams. The more water can be absorbed by plants or sink into the ground, the less water will run off, carrying pollutants into streams. A rain garden or other planted area is the perfect place for shoveled snow.

Darby Fire Company #1 Chief's Report  
January 2018

72 Calls

Automatic Fire Alarms - 26  
Building Fires - 17  
Assist EMS - 6  
Helicopter Landings - 4  
Gas Leak IN - 3  
Accident w/injuries 3  
Accident w/ Entrap - 2  
Cover Up - 2  
CO Alarms - 2  
Vehicle Fires - 2  
Brush Fires - 1  
Assist ME - 1  
CO Incident - 1  
Wires - 1  
Invest - 1  
Service Call - 1

TOWNS

Darby - 35  
Yeadon - 24  
Colwyn - 4  
Aldan - 3  
Springfield - 2  
Collingdale - 2  
Lower Chichester - 1  
Upper Darby - 1

401.47 hours in service  
avg 5.58 per call

520 total responders  
avg 7.2 per call

I would like to thank the Darby Police Department, members of council, the mayor and Borough Manager for their assistance at the 2 major fires on Branford Rd and Fern St. We all worked well with the conditions we had to ensure that the residents directly affected by these fires were kept safe while the fire ground operations were on going.

The Borough Residents are reminded to check their smoke detectors and change the batteries with the time change. We've noticed that more times than we would like that smoke detectors were present but not working due to it not having batteries or they weren't present. If a resident needs a smoke detector please go to either fire company in town to receive a smoke detector.

If the services of Darby Fire Company #1 are needed for any community event, please contact me so that we can assist when and where were needed.

Best regards;

Christopher M. Caruso  
Chief  
Darby Fire Company #1

# Tax Collector's Monthly Report to Taxing Districts

For the month of January 2018

Borough of Darby

A: COLLECTIONS	REAL ESTATE		INTERIM		PER CAPITA		OTHER
		OTHER		OTHER		OTHER	
1. Balance Collectable- Beginning of Month	641776.57		20395.55		10217.97		
2A: Additions: During the Month *							
2B: Deductions: Credits During the Month (Line 17)							
3: Total Collectable	641776.57		20395.55		10217.97		
4: Less Face Collections for the Month	19215.04		610.65		305.92		
5: Less Deletions from the List *							
6: Less: Exonerations *							
7: Less: Liens/ Non-Lienable Installments *							
8: Balance Collectable - End of Month	622561.53		19784.90		9912.05		
<b>B: RECONCILIATION OF CASH COLLECTED</b>							
9: Face Amount of Collections - must agree with line 4	19215.04		610.65		305.92		
10: Plus: Penalties	1850.91		58.82		29.45		
11: Less: Discounts	14.12		0.45		0.22		
12: Total Cash Collected per Column	21051.83		669.02		335.15		
13: Total Cash Collected - (12A+12B+12C+12D)							22056.00

\* Attach any supporting Documentation Required by your Taxing District

### C: PAYMENT OF TAXES

14: Amount Remitted During the Month \*

Date	Transaction #	Amount	
1/16/2018	M170404093	38528.02	
			<b>TOTAL OF ALL TAXES</b>
<b>Total</b>			<b>38528.02</b>
15: Amount Paid with this Report Applicable to this Reporting Month			
16: Total Remitted This Month			
17: List, Other Adjustments *			
Parcel #	Name	Amount	
<b>Total</b>			

18: Interest Earnings (if applicable) \$

Taxing District Use (Optional)	
Carryover from Previous Month	\$ _____
Amount Collected this Month	\$ _____
Less Amount Paid this Month	\$ _____
Ending Balance	\$ _____

*Margaret Appleby*  
Tax Collector

Date: *1/29/18*

I verify this is a complete and accurate reporting of the balance collectable, Taxes Collected and Remitted for the month

Received by: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
I acknowledge receipt of this report



# Tax Collector's Monthly Report to Taxing Districts

For the month of January 2018

Borough of Darby

A: COLLECTIONS	REAL ESTATE		INTERIM		PER CAPITA		OTHER	
				OTHER		OTHER		
1. Balance Collectable- Beginning of Month		245290.60		304602.34				
2A: Additions: During the Month *								
2B: Deductions: Credits During the Month (Line 17)								
3: Total Collectable		245290.60		304602.34				
4: Less Face Collections for the Month		8160.00		6883.60				
5: Less Deletions from the List *								
6: Less: Exonerations *								
7: Less: Liens/ Non-Lienable Installments *								
8: Balance Collectable - End of Month		237130.60		297718.74				
<b>B: RECONCILIATION OF CASH COLLECTED</b>								
9: Face Amount of Collections - must agree with line 4		8160.00		6883.60				
10: Plus: Penalties		790.50		650.58				
11: Less: Discounts		5.10		7.56				
12: Total Cash Collected per Column		8945.40		7526.62				
13: Total Cash Collected - (12A+12B+12C+12D)								16472.02

\* Attach any supporting Documentation Required by your Taxing District

